



INITIAL REGISTRATION ON T.R.A.I.N. TO BECOME A USER

How to Create Your Own Learner Record

1. Type "ky.train.org" into the address field of your browser to get to the **KY TRAIN** site.
2. Click on "Create Account" which appears underneath the login on the left hand side of the screen.
3. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). **Do not hit the "Back" button at any time during the registration process.**
4. Answer the two secret questions at the bottom of the page with easy-to-remember, one-word answers. In the event that you forget your password, these questions will be posed as a security measure during the password retrieval process. Click "Next" when finished.
5. On the resulting page, you will be asked to provide your location, job role and additional professional information. Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.
6. On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.
7. On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for **TRAIN**. You are now free to enter the site.

Note: Learner information can be edited at any time following registration.

Member Login

Log

Password:

►Login to your TRAIN account:

►Set up a new TRAIN account:

►Forgot Password? Enter Login Name above and **CLICK HERE**

How to Edit Your Learner Record

1. Log on to the **TRAIN** site.
2. From the home page, click "My Account" from the "My Learning Record" box located on the right hand side of the page.
3. On the resulting page, change text and settings as needed (including your password, if desired) by clicking on either the "Details" or "My Profile" tab.

My Learning Record

- My Learning
- Transcript
- Certificates
- Course Archive
- My Account

For assistance registering on TRAIN as an initial user contact:
David Knapp or Debbie Bohannon at 502-564-4990.